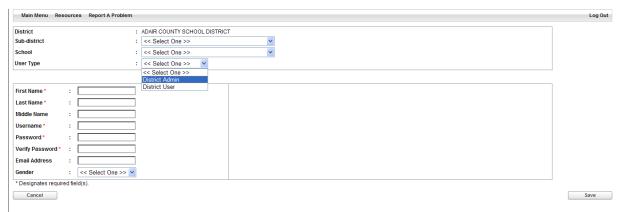# Creating Individual District Administrator Account(s)

Recommend for District Assessment Coordinators or Assistant DACs.

1. Log on to http://qc.vantage.com (QualityCore home page).
2. Select **Site Administration** on the main menu.
3. Select **Create New User** on the Site Administration Menu.
4. Select **District Admin** from the User Type drop-down menu.
   Note: Do not change Sub-district or School settings.

Main Menu	Resources	Report A Problem

District	: ADAIR COUNTY SCHOOL DISTRICT
Sub-district	: << Select One >>
School	: << Select One >>
User Type	: << Select One >>
	<< Select One >>
	District Admin
	District User

First Name *	:
Last Name *	:
Middle Name	:
Username *	:
Password *	:
Verify Password *	:
Email Address	:
Gender	: << Select One >>

* Designates required field(s).

Cancel   Save

(Create New User view is from a district admin level account.)

NOTE: The user type determined at log in will dictate what fields will be pre-populated.

5. Enter the requested information in the remaining fields. Information is required in fields marked with a red asterisk.

NOTE: For teacher and admin accounts, the username field has to be unique in the system. KDE strongly encourages using the e-mail address of the user for this field.

6. Select **Save** to create this user.
7. Confirm that you want to create this user by selecting **OK**.
8. To create additional users select **Create New User** on the confirmation screen.
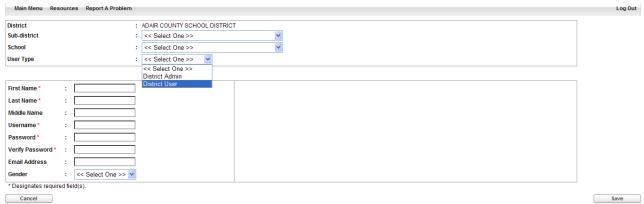
9. Repeat steps 4-7, as needed.

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.

For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

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Creating Individual District User Account(s)

Recommend for other District Administrators (i.e., Superintendent, Instructional Supervisor).

1. Log on to http://qc.vantage.com (QualityCore home page).
2. Select **Site Administration** on the main menu.
3. Select **Create New User** on the Site Administration Menu.
4. Select **District User** from the User Type drop-down menu.
   Note: Do not change Sub-district or School settings.

(Create New User view is from a district admin level account.)

NOTE: The user type determined at log in will dictate what fields will be pre-populated.

5. Enter the requested information in the remaining fields. Information is required in fields marked with a red asterisk.

NOTE: For teacher and admin accounts, the username field has to be unique in the system. KDE strongly encourages using the e-mail address of the user for this field.

6. Select **Save** to create this user.
7. Confirm that you want to create this user by selecting **OK**.
8. To create additional users select **Create New User** on the confirmation screen.
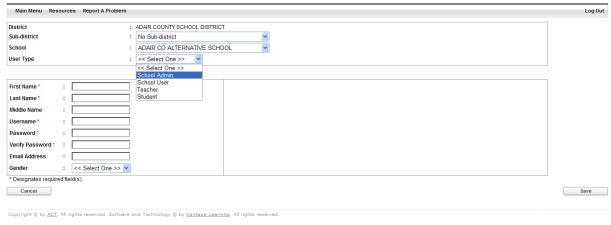
9. Repeat steps 4-7, as needed.

Creating Individual School Administrators Account(s)

Recommend for Building Assessment Coordinators.

1. Log on to http://qc.vantage.com (QualityCore home page).
2. Select **Site Administration** on the main menu.
3. Select **Create New User** on the Site Administration Menu.
4. Select **No Sub-district** on the Sub-district menu.
5. Select the appropriate school in the School menu.
6. Select **School Admin** from the User Type drop-down menu.

(Create New User view is from a district admin level account.)

7. Enter the requested information in the remaining fields. Information is required in fields marked with a red asterisk.

NOTE: For teacher and admin accounts, the username field has to be unique in the system. KDE strongly encourages using the e-mail address of the user for this field.

8. Select **Save** to create this user.
9. Confirm that you want to create this user by selecting **OK**.
10. To create additional users select **Create New User** on the confirmation screen.

11. Repeat steps 4-9, as needed.

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.
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For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

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Creating Individual School User Account(s)

Recommend for Principals or School Instructional Coaches.

1. Log on to http://qc.vantage.com (QualityCore home page).
2. Select **Site Administration** on the main menu.
3. Select **Create New User** on the Site Administration Menu.
4. Select **No Sub-district** on the Sub-district menu.
5. Select the appropriate school in the School menu.
6. Select **School User** from the User Type drop-down menu.

(Create New User view is from a district admin level account.)

7. Enter the requested information in the remaining fields. Information is required in fields marked with a red asterisk.

NOTE: For teacher and admin accounts, the username field has to be unique in the system. KDE strongly encourages using the e-mail address of the user for this field.

8. Select **Save** to create this user.
9. Confirm that you want to create this user by selecting **OK**.
10. To create additional users select **Create New User** on the confirmation screen.
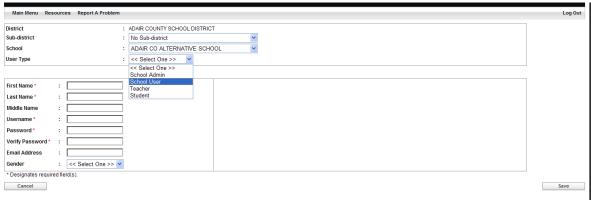11. Repeat steps 4-9, as needed.

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.
KDE:OAA:js:pp 7/21/2011

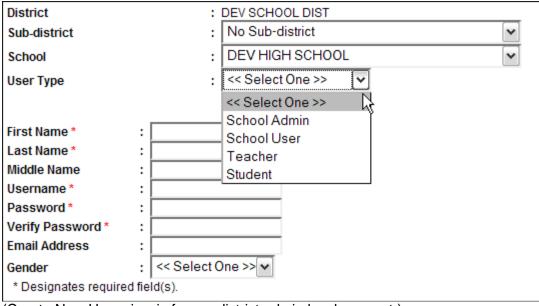For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

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Creating Individual Teacher Account(s)
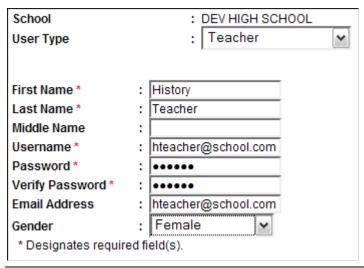
Recommended for Teachers of QualityCore courses.

1. Log on to http://qc.vantage.com (QualityCore home page).
2. Select **Site Administration** on the main menu.
3. Select **Create New User** on the Site Administration Menu.
4. Select **School Admin**, **School User,** or **Teacher** from the User Type drop-down menu.
   The screen will refresh to display the fields to be completed.

District	: DEV SCHOOL DIST
Sub-district	: No Sub-district
School	: DEV HIGH SCHOOL
User Type	: << Select One >>
	<< Select One >>
	School Admin
	School User
	Teacher
	Student
First Name *	:
Last Name *	:
Middle Name	:
Username *	:
Password *	:
Verify Password *	:
Email Address	:
Gender	: << Select One >>
* Designates required field(s).	

(Create New User view is from a district admin level account.)

NOTE: The user type determined at log in will dictate what fields will be pre-populated.

5. Enter the requested information in the remaining fields. Information is required in fields marked with a red asterisk (*).

School	: DEV HIGH SCHOOL
User Type	: Teacher
First Name *	: History
Last Name *	: Teacher
Middle Name	:
Username *	: hteacher@school.com
Password *	: ••••••
Verify Password *	: ••••••
Email Address	: hteacher@school.com
Gender	: Female
* Designates required field(s).	

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.

For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

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NOTE: For teacher and admin accounts, the username field has to be unique in the system. KDE strongly encourages using the e-mail address of the user for this field.

6. Select **Save** to create this user.
7. Confirm that you want to create this user by selecting **OK**.

8. To create additional users select **Create New User** on the confirmation screen.

9. Repeat steps 4-7, as needed.

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.

For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

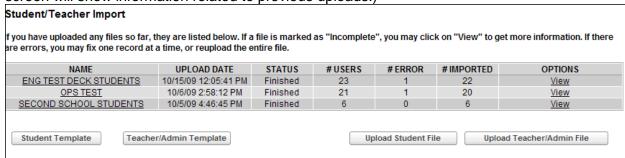KDE:OAA:js:pp 7/21/2011   -6-

Uploading Multiple Teacher Accounts

Recommended for Teachers of QualityCore courses.

1. Log on to http://qc.vantage.com (QualityCore home page).
2. Select **Site Administration** on the main menu.
3. Select **Upload Accounts** on the Site Administration Menu. (A Student/Teacher import screen will show information related to previous uploads.)

Student/Teacher Import

If you have uploaded any files so far, they are listed below. If a file is marked as "Incomplete", you may click on "View" to get more information. If there are errors, you may fix one record at a time, or reupload the entire file.

NAME	UPLOAD DATE	STATUS	# USERS	# ERROR	# IMPORTED	OPTIONS
ENG TEST DECK STUDENTS	10/15/09 12:05:41 PM	Finished	23	1	22	View
OPS TEST	10/6/09 2:58:12 PM	Finished	21	1	20	View
SECOND SCHOOL STUDENTS	10/5/09 4:46:45 PM	Finished	6	0	6	View

[Student Template] [Teacher/Admin Template]   [Upload Student File] [Upload Teacher/Admin File]

4. Click the **Teacher/Admin Template** button in the lower left corner of the screen.

The screen will display the fields the resulting upload will contain as well as a description of acceptable values for the data that will appear in each column.

Upload Teacher/Admin File

The file that you upload will contain the following fields. For your convenience, we are providing you with a custom spreadsheet template with these headings already filled in. All you need to do is add the data. You can then use a spreadsheet program (such as Excel). Then, upload the same file to this site using the appropriate button below, and all of your users will be created in a snap!

COLUMN	FIELD	DESCRIPTION
1	First Name	Teacher/Admin first name.
2	Middle Name	Teacher/Admin's middle name. **(Optional)**
3	Last Name	Teacher/Admin last name.
4	User Role	T='Teacher'; A='School Admin'; U='School User'
5	Email Address	
6	Gender	M='Male'; F='Female'; Blank='No Response'
7	Username	Teacher/Admin username.
8	Password	Teacher/Admin password.

[Back to Upload List]   [Download Template]

5. Select **Download Template** to save a copy of the Teacher/Admin Template to your computer.

TIP: The template is a Microsoft Excel (.xls) file pre-formatted for upload in Step 12.

6. A File Download dialog box will appear with a choice to save or open the file.
7. Select **Save**, then select the location on your computer where you want to save the file.
8. Open the Excel template, then enter information in the Teacher/Admin template. Information is required in fields with an asterisk.
9. Save the file.
10. In your browser, select **Back to Upload List** to upload the file.
11. Select **Upload Teacher/Admin File**.
12. Enter a title for the upload file.

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.

For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

Upload New Teacher/Admin File

Please create a meaningful name to describe this file (up to 15 characters in length), and click browse to locate the file on your drive. Make sure the file is in CSV or XLS format (This is the same as the original file)..

School: DEV HIGH SCHOOL

Title of File:	[ ]	(examples: All Students, File #1, etc.)
Select File:	[ ] [Browse...]	

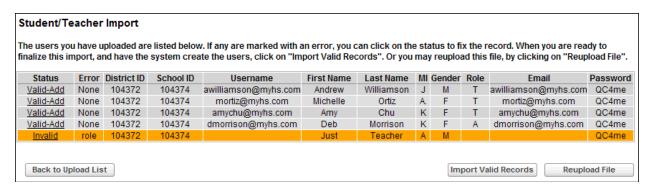[Back to Upload List]   [Submit]

13. Click **Browse**. Select the template file with the information you entered and saved.
14. Select **Submit** to upload the template into the QualityCore system. The Student/Teacher Import screen will appear.

ALERT: The upload process is not yet complete. Proceed through **Step 19** to complete the upload process.

15. Select **View** under the options column to review the newly uploaded data.

Student/Teacher Import

If you have uploaded any files so far, they are listed below. If a file is marked as "Incomplete", you may click on "View" to get more information. If there are errors, you may fix one record at a time, or reupload the entire file.

NAME	UPLOAD DATE	STATUS	# USERS	# ERROR	# IMPORTED	OPTIONS
Teachers Fall 2009	11/6/09 5:45:38 PM	Incomplete	5	1	0	View | Reupload | Delete

[Student Template]   [Teacher/Admin Template]   [Upload Student File]   [Upload Teacher/Admin File]

16. The data status will be either "Valid-Add" or "Invalid." Only data with the "Valid-Add" status will have been uploaded. To change the "Invalid" status, click on Invalid, then correct the data error indicated in the "Error" field.

NOTE: If you encounter error messages, refer to the third tab in the Excel upload file for suggestions on how to resolve the errors.

Student/Teacher Import

The users you have uploaded are listed below. If any are marked with an error, you can click on the status to fix the record. When you are ready to finalize this import, and have the system create the users, click on "Import Valid Records". Or you may reupload this file, by clicking on "Reupload File".

Status	Error	District ID	School ID	Username	First Name	Last Name	MI	Gender	Role	Email	Password
Valid-Add	None	104372	104374	awilliamson@myhs.com	Andrew	Williamson	J	M	T	awilliamson@myhs.com	QC4me
Valid-Add	None	104372	104374	mortiz@myhs.com	Michelle	Ortiz	A.	F	T	mortiz@myhs.com	QC4me
Valid-Add	None	104372	104374	amychu@myhs.com	Amy	Chu	K	F	T	amychu@myhs.com	QC4me
Valid-Add	None	104372	104374	dmorrison@myhs.com	Deb	Morrison	K	F	A	dmorrison@myhs.com	QC4me
Invalid	role	104372	104374		Just	Teacher	A	M			QC4me

[Back to Upload List]   [Import Valid Records]   [Reupload File]

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.
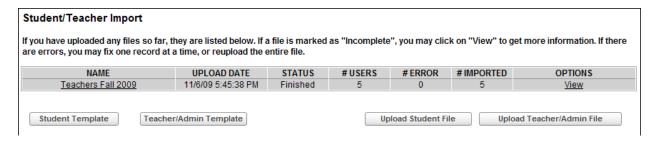
For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.

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17. If you see any "Invalid" status indicators, **DO NOT** proceed to the next step.

TIP: You can resolve errors in the system by clicking on the Invalid link. You can also revisit the Teacher/Admin Template and correct the data in the original file. Then return to the QualityCore screen where you can select **Reupload File** to locate and upload the corrected template. (Repeat Steps 12–15.)

18. To complete the upload process, select **Import Valid Records** in the lower right corner of the screen showing uploaded data. The Student/Teacher Import screen will automatically appear. The number of accounts imported will be populated with the number of valid accounts that were created.

Student/Teacher Import

If you have uploaded any files so far, they are listed below. If a file is marked as "Incomplete", you may click on "View" to get more information. If there are errors, you may fix one record at a time, or reupload the entire file.

NAME	UPLOAD DATE	STATUS	# USERS	# ERROR	# IMPORTED	OPTIONS
Teachers Fall 2009	11/6/09 5:45:38 PM	Finished	5	0	5	View

[Student Template] [Teacher/Admin Template] [Upload Student File] [Upload Teacher/Admin File]

If you have any questions on how to create QualityCore user accounts, please contact ACT at (866) 764-0228.

For general questions regarding Kentucky's use of QualityCore, contact the Division of Support & Research at dacinfo@education.ky.gov or (502) 564-4394.
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For technical questions regarding the creation of user accounts, contact ACT at (866) 764-0228.
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